

Emergency Operations Planning

Emergency Go Kits for Districts, Schools, and Classrooms

An emergency go kit should have all the things you and your district, school or classroom need during an emergency in which you may have to stay inside for longer than usual or need to evacuate to a relocation site. Practice utilizing emergency go kits during drills and exercises to ensure you have everything you need in the kit. Here are some examples of what you can have in your emergency go kits:

Classroom Kit

- Classroom Emergency Flip Chart of Emergency Procedures
- Class roster of students
- Emergency care cards
- Emergency phone numbers and procedures
- Basic first aid supplies
- Flashlight with batteries
- Pens, Paper
- Whistle
- Bucket, sheet, toilet paper for classrooms without a bathroom
- Plans for students and staff with special needs and equipment necessary.
- Comfort items such as stress balls, crayons and paper, stuffed animal

School Kit

- School Emergency Operations Plan
- Redundant communications equipment (radios, bull horn, phone charger)
- Weather radio
- Keys
- Student attendance access
- Student release forms/Information for parent/guardian check out
- Master bus schedules
- Emergency contact list
- Basic first aid supplies
- Flashlight with batteries
- Identification badges and vests
- Pens, Paper
- Plans for students and staff with special needs and equipment necessary.

District Kit/Reunification Kit

- Redundant communications equipment (radios, bull horn, loudspeaker, phone chargers)
- Weather radio
- Pertinent contact lists
- District Emergency Operations Plan
- Basic first aid supplies
- Identification badges and vests
- Keys
- Reunification supplies

- Pens, Paper, Clipboards
- A to Z file folders (alphabetizers)
- Laptop computers/mobile hot spot
- Extension cords, power strips
- Signage and duct tape
- Cones, barricades
- Reflective vests
- Tables and chairs
- Pop up tents for shade or getting out of weather